



**PUBLIC RELATIONS ASSOCIATE
METROPOLITAN KING COUNTY COUNCIL**

Annual Salary Range: \$48,197 – \$60,192

Job Announcement: 04TC9002

OPEN: 8/1/04

CLOSE: 8/13/04

WHERE TO APPLY: Required forms and materials **must** be sent to: **Attention Employment Committee 516 3rd Avenue, Room 1200, Seattle, WA 98104**. Applications materials must be received by 5:00 p.m. on the closing date. (Postmarks are NOT ACCEPTED.) Application packet available at www.metrokc.gov/ohrm/jobs or contact the council hotline at (206) 296-1688 for further inquiries. **PLEASE NOTE:** Applications not received at the location specified above may not be processed.

WHO MAY APPLY: This job is open to anyone who meets the position requirements.

FORMS AND MATERIALS REQUIRED: A [King County application and data form](#), resume, letter of interest detailing your background and describing how you meet or exceed the requirements are required. Must also submit two distinct work samples: at least one print publication, and at least one Web site already online or burned to a CDR. A written test may be required of finalists.

WORK LOCATION: 516 3rd Avenue, Room 1200, Seattle, WA 98104.

WORK SCHEDULE: This position is a salaried; at-will overtime exempt classification. This position is also exempt from the provisions of the Fair Labor Standards Act. The workweek is normally Monday through Friday.

JOB SUMMARY:

Writes, designs and produces publications and Web pages on behalf of the Metropolitan King County Council. The position requires strong skills in writing, desktop publishing, Web authoring, graphic design and event planning. The Public Relations Associate reports to the Council's Director of Communications. This position is a salaried, at-will, overtime-exempt classification.

ESSENTIAL JOB DUTIES:

- Develop and execute publications, Web content and public events on behalf of the Metropolitan King County Council.
- Design, writing, editing, lay out and production of a variety of publications, including but not limited to multi-page newsletters, brochures, flyers, and mailers.
- Design web page layout and online content, user interface and infrastructure, design and organization of information.
- Graphic design expertise in format, layout design and readability.
- Photograph Council events using a digital camera and post to Web.
- Write a variety of documents, including publications, ceremonial proclamations and recognitions.
- Interact with elected officials, policy makers, staff and citizens during public events.

KING COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER. JOB ANNOUNCEMENTS ARE AVAILABLE IN ALTERNATIVE FORMATS FOR PERSONS WITH DISABILITIES.

(206) 296-5209 JOBLINE <http://www.metrokc.gov/ohrm/psd/openings.html> Website Address (206)-296-8535 TTY

- Event planning and implementation on behalf of Councilmembers.
- Develop strategies, goals and projects to communicate effectively with citizens.
- Must be able to multi-task in a fast paced environment.
- Coordination of public events with the Councilmembers, communications staff, government access cable channel, and other governments and officials and citizens.
- Daily monitoring of activities of the legislative branch including its meetings, agendas, and proposed laws.
- Other duties relating to communication and public relations as assigned.

MINIMUM QUALIFICATIONS:

Applicant must be proficient in the following software and hardware:

- Advanced experience in PageMaker, Dreamweaver or equivalent web authoring tool, PhotoShop, Microsoft Office including Word and Excel, and web browsers.
- Experience with Microsoft Access.
- Experience with XHTML and CSS. Experience with ColdFusion and ASP a plus.
- Experience with print production, contract printers, mailing requirements and mail houses, and mailing list vendors.
- Experience with digital photography and photo processing software.

Applicant must have a minimum of a Bachelor's Degree in a field related to Communications or Marketing and a minimum of three years experience in desktop publishing, Web authoring, graphic arts, media relations, public relations, or marketing. Must submit two work samples: at least one print publication and one Web site.

Working Conditions/Physical Requirements:

Must be able to work in an office environment; sit for extended periods of time working on computers; must coordinate visual and muscular dexterity to operate standard office equipment including a computer terminal, telephone, copy and facsimile machine. Office work requires standing, bending, stooping, crouching, kneeling, reaching, pushing, pulling, handling, seeing and hearing.

Licensing and/or other requirements:

- Must possess a valid Washington State Drivers License or have the ability to receive one within three weeks of employment.
- Candidate will possess exceptional written/verbal communications skills, project management skills.
- Ability to work on multiple projects at one time and balance priorities.
- Working knowledge of the printing and bulk mailing process.
- Ability to plan and implement events, including community recognitions, speeches, open houses, honorary receptions and others.
- Ability to write clearly for all forms of publication and speech.
- Excellent desktop publishing and Web design skills.
- Basic knowledge of developing database-driven and dynamic websites is a plus, but not required.
- Demonstrated ability to work under deadline pressure.
- Must be able to take complicated public policy issues and communicate them accurately and clearly to the public.
- Must be able to work cooperatively with elected officials, co-workers, and the public.
- Must have excellent interpersonal skills working with diverse issues and opinions.
- Demonstrated knowledge of local government and the public policy process.
- Demonstrated ability to thrive in a team environment.